

Planning Grants for Corporation-Wide Learn and Serve Indiana

Guidelines

Introduction

Through funding from the Corporation for National and Community Service/Learn and Serve America; the Indiana Department of Education/ Learn and Serve Indiana Program (LSI) is accepting proposals for Planning Grants to aid in the creation of corporation-wide service-learning programs.

Background

In 2006 Learn and Serve Indiana moved to a Corporation-wide model to support the goals of our funding source the Corporation for National and Community Service/Learn and Serve America of having fifty percent of all schools in the country utilizing service-learning to support academic achievement. The primary emphasis of this planning grant opportunity is to provide school corporations with training and technical assistance in service-learning as well as funding to implement 2-4 service-learning classroom-based projects. The secondary emphasis is to prepare school corporations to successfully participate in a competitive corporation-wide two-year funding cycle. This eight-month planning grant will begin in December 2006 and be completed by July 31, 2007.

Definition of service-learning

Service-learning is defined as an educational method that:

- is conducted in and meets the needs of a community;
- is coordinated with an elementary school, secondary school, institution of higher education, or community service program , and with the community; and
- helps foster civic responsibility; and that –
- is integrated into and enhances the academic curriculum of the students; and
- provides structured time for the students to reflect on the service experience
 - National and Community Serve Trust Act of 1993

Application Guidelines

Applications must be submitted **electronically**, via e-mail to

- Michele Sullivan, Program Director
Learn and Serve Indiana
msulliva@doe.state.in.us
- Subject line on e-mail must state **LSI Planning Grant**
- Applications must submitted as a Word document
- Applications must be submitted on or before **Monday – November 20, 2005**
- NO late applications will be accepted.
- Notification of grant award – **Week of December 1, 2006**

Funding Allotments

Each school corporation may apply for up to \$4,000 to be used in the following manner:

- Training and Technical Assistance of all building level faculty, administration, corporation level administration, and potential Service-Learning Advisory Board members;
- Creation of corporation-wide program design to support service-learning;
- Identifying Service-Learning Advisory Board members,
- Mandatory attendance at the “Governor’s Conference on Service and Volunteerism” to be held March 12-13, 2007 in Indianapolis. This conference is the state level conference for service-learning.
- Funding to implement 2-4 classroom-based service-learning projects

Eligibility Requirements

The Indiana Department of Education/ Learn and Serve Indiana Program (IDOE/LSI) is inviting all Indiana public school corporations to apply for the Corporation-Wide Learn and Serve Indiana Program planning grant. A school corporation may submit and participate only if they are not currently funded as a corporation-wide program through Learn and Serve Indiana.

Eligible programs must provide a Letter of Support from the Superintendent, as well as, two building level administrators, (i.e. a high school and a middle school principal) to confirm administrative support for implementing service-learning within the school corporation.

- Signed Letters of support must be faxed to Michele Sullivan at 317-232-9121 on or before **November 20, 2006** and must clearly identify which grant application with which it correlates. If available, electronic submissions are permissible.

Program Criteria

By the end of the grant period, **July 31, 2007**, each funded program must have completed the following items:

- Create a Service-Learning Advisory Board (SLAB) to aid the corporation in building and sustaining a strong service-learning program a define the roles and responsibilities of each member;
- Document the process for creating a SLAB for possible replication around the state;
- Attend the Governor’s Conference on Service and Volunteerism – **March 12-13,2006** in Indianapolis, IN
- Meet with the Service-Learning Technical Advisor (SLTA) assigned to your region a minimum of 2 times;
- Conduct Training and Technical Assistance (T/TA) for all participants (i.e. administration, faculty, staff, students, service-learning advisory board and community or faith-based partners) by the IDOE SLTA;
- Administer 2-4 classroom-based service-learning projects by utilizing the mini-grant application provided by LSI;
- Provide the IDOE/ LSI program with bi-monthly progress reports, fiscal year end reports and any additional requested information.

The Learn and Serve Indiana Planning Grant Application Follows.

**Learn and Serve Indiana
Corporation-Wide Planning Grant Application
2006-2007**

Application Requirements

All proposals for the Learn and Serve Indiana Program (LSI) must adhere to the application guidelines:

- Applications must be submitted **electronically**, via e-mail to
 - Michele Sullivan, Program Director
Learn and Serve Indiana
msullivan@doe.state.in.us
 - Subject line on e-mail must state **LSI Planning Grant**
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Proposal Format

1. Application Cover Sheet

All required information on the application cover sheet must be submitted with the proposal.

- School Corporation Name and Number
- Superintendent's Name, Phone Number, and E-mail Address
- Corporation Mailing Address – Include City, Zip Code and County
- Primary Contact's Name, Phone Number and E-mail Address
- Primary Contact's Mailing Address - Include City, Zip Code and County
- Indicate the grant amount requesting
- Total School Corporation Population – Students, Faculty and Administration

2.Executive Summary

In one page or less, discuss the following:

- Explain the need or interest for a corporation-wide service-learning program and identify the key personnel who will be working with this grant.
- Complete **Appendix A: Roles & Responsibility Chart**.
- Describe how this planning grant opportunity will be utilized to act as a catalyst to the creation of a corporation-wide service-learning program.
- Provide a statement on level of knowledge of service-learning within your school corporation (i.e. Novice – one or two teachers utilizing service-learning, Emergent – Several teachers utilizing service-learning with Administration's understanding and support)

3. Program Goals and Objectives (maximum 1 page)

- Explain the outcomes desired for this planning grant. Outcomes must be specific, measurable and realistic with tracking capability.
- Address how the Service-Learning Advisory Board (SLAB) will be identified and outline their roles and responsibilities.
 - A SLAB should consist of Administration, Faculty, Students, Community or Faith-based stakeholders who will support service-learning within the school corporation and community.
- Describe how you will identify the classrooms to participate in the pilot service-learning projects.

4. Program Timeline (maximum 1 page)

- Detail the timeline for training of administration, faculty, students and Service-Learning Advisory Board members
 - Note: On-site training for faculty, staff and Service-Learning Advisory Board is provided free of cost by the Service-Learning Technical Advisors contracted by the IDOE/LSI program.
- Detail the timeline for meetings of the Service-Learning Advisory Board.
- Specify the timeline for classroom projects to be chosen and implemented;
- Be sure to include attendance at the Governor's Conference on Service and Volunteerism – **March 12-13, 2006** in Indianapolis, IN
- **Please use the Appendix B as your format.**

4. Budget & Budget Narrative

Please complete the estimated budget for the proposed activities.

- NOTE: This grant does require a total dollar for dollar match for funding.

Expenses for Program	Amount Requested	Amount of Match	Total Amount for Project
Professional Development Categories			
1. Supplies – i.e. for conducting training and professional development			
2. Space Rental – for conduction training and professional development			
3. Professional Development – Conference Fees, Training/ Consultant Fees			
4. Travel, Transportation, Per Diem – To & From Conferences or Workshops			
Classroom Support Categories			
5. Mini-grants to classrooms			
6. Transportation to/from service-sites			
Program Support Categories			
7. Telephone/ Fax/ Internet – used as match funds only			
8. Printing and publications – for materials for training, recruiting, or marketing			
Add Lines 1-9 for each column			

In narrative form, please answer the questions posed below:

- Detail how funds from each line item will be spent and the source of matching funds. (i.e. – State Conference: 10 teachers @ \$100 Registration = \$1,000 – Match Funds: 5 teachers @ \$100 Registration \$500 from Education Foundation)
- At least 70% of the budget must be directed to professional development.
- A maximum of 50% for personnel time outside of classroom to facilitate the program is allowable as part of this match.

Funds MAY NOT BE USED TO:

- Provide religious instruction, conduct worship services or engage in any form of proselytization;
- Assist, promote, or deter union organizing;
- Finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office;
- Impair existing contracts for services or collective bargaining agreements; or
- Replace state and local funding streams used to support programs such as the type eligible to receive Learn and Serve America funds.

Thank you for applying for the Learn and Serve Indiana Planning Grant.

**If you have questions regarding this grant application please contact either
Michele Sullivan at msulliva@doe.state.in.us or
Stefonie Sebastian at ssebast@doe.state.in.us**

Appendix A – Roles and Responsibility Chart

Roles	Person Responsible	Contact Information/ E-mail
EX. Overall Program Management	Michele Sullivan	

Appendix B – Timeline of Activities

	December	January	February	March	April	May	June	July
Training for Students								
Training for Adults (Teachers, Administrators, SLAB Members)								
Mini-grant Process/ Subgranting								
Fiscal Oversight								
Data Collection/ Evaluation								